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Ontario Department of Education

High School Entrance Examination 1925

INSTRUCTIONS TO PRESIDING OFFICERS
AND CANDIDATES

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High School Entrance Examination

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NOTE:—The Regulations referred to in this circular are in all cases the High School Entrance Regulations of 1924.

General Instructions

1. The High School Entrance examination shall be conducted under the provisions of Sections 44-48 of the High Schools Act and of the High School Entrance Regulations of 1924, subject to the instructions herein contained.

2. The examination for 1925 will begin on Wednesday, the 24th day of June, at 8.45 a.m.

Instructions to Presiding Officers

3. (1) On the receipt of the bag containing the question papers for the examination the Presiding Officer shall see that *the seal is intact*. The bag can be opened by cutting the cord, and, when opened, the subjects and number of the envelopes containing the question papers shall be verified with the time-table. Should any question envelopes be missing, he shall *telegraph the Department at once*.

(2) The envelope containing the question papers in any subject shall not be opened until the time prescribed in the time-table for the examination in such subject.

4. Each Presiding Officer shall be in attendance in the room appointed for the examination at least fifteen minutes before the time fixed for the first subject and in ample time for each of the other subjects. Before the question papers are distributed he shall see that the candidates are supplied with the necessary stationery and seated so far apart as to afford reasonable security against copying. Under no circumstances shall two candidates be allowed to sit at the same desk, and the number of candidates under each Presiding Officer *shall not exceed forty*. *A Presiding Officer shall not preside over his own pupils*.

5. Before candidates begin writing on the first paper, the Presiding Officer, at 8.45-9.00 a.m., shall read and carefully explain to them "Instructions to candidates," sec. 11-17. See pp. 4 and 5.

6. He shall open the envelope containing the question papers in each subject in the presence of one or more witnesses, at the time prescribed, and one copy shall be placed on each candidate's desk.

7. He shall exercise proper vigilance over the candidates to prevent copying, and shall allow no candidate to communicate with another, *nor permit any person except another Presiding Officer to enter the room during the examination.* No conversation or other noise which might disturb the candidates shall be allowed in, or in the vicinity of, the examination room.

8. He shall see that the candidates cease writing promptly at the appointed time, fold and endorse their answer papers properly, and in every respect comply with the instructions herein contained.

9. He shall transmit the answer papers of the candidates to the Examiners according to the instructions of the Entrance Board.

10. Where fees have been imposed, as provided in Section 47, Subsection 5 of the High Schools Act, the Chief Presiding Officer at a centre shall collect such fees from the candidates and account for the same, as provided in Regulation 9.

Instructions to Candidates

NOTE:—*The principal shall explain these Instructions to the candidates before the 15th day of April and again before the beginning of the examination. He shall also post up in a conspicuous place in the school copies of these Instructions and of the time-table.*

11. Candidates who purpose writing at the High School Entrance examination shall notify the Public School Inspector, either directly or through the Public School Principal, before the 15th day of April.

12. No candidate shall be admitted to the High School Entrance examination who does not present the certificate from his Principal respecting supplementary reading provided for in Regulation 3.

13. Where fees have been imposed as provided in Section 47, subsection 5, of the High Schools Act, such fees shall be paid to the chief Presiding Officer before the close of the first day of the examination.

14. Every candidate shall be in attendance at least fifteen minutes before the time at which the examination in the first subject is to begin, and shall occupy the seat allotted by the Presiding Officer. Any candidate desiring to move from his allotted place or to leave the room shall first obtain permission from the Presiding Officer to do so. Any candidate leaving shall not return during the examination in the subject then in hand.

15. Every candidate shall write his answers on only one side of the paper. He shall number his answers according to the questions, and shall number the sheets and arrange them numerically, folding them once crosswise, and endorsing each of them with his name, the name

of the subject, and the name of the centre at which he is examined. An answer paper shall not be returned to a candidate after being placed in the hands of the Presiding Officer.

16. Any candidate who is found copying from another or allowing another to copy from him, or who brings into the examination room any book, note or paper having any reference to the subject on which he is writing, shall be required by the Presiding Officer to leave the room, and the papers of all the guilty parties shall be cancelled.

17. In the case of the absence of a candidate from all or any part of the examination through illness or other unavoidable cause, full particulars accompanied by a medical certificate shall be submitted to the Entrance Board immediately after the close of the examination.

Appeals

18. Candidates who have been rejected by the Entrance Board may have their answer papers re-read on lodging an appeal with the Board at least two weeks before the re-opening of the schools in September, and on paying a fee of \$2.00, which will be returned if the appeal is sustained.

Allowances for Services

19. (1) A Presiding Officer shall be paid at the rate of \$9.00 a day, and an Assistant Presiding Officer at the rate of \$7.00 a day.

(2) A Presiding Officer whose place of residence is not at the centre where he presides shall be allowed the usual cost of conveyance for one return trip between his place of residence and the centre at which he presides.

(3) An Examiner whose place of residence is not at the centre where the meetings of the Entrance Board are held shall be allowed for each meeting of the Board the usual cost of conveyance for one return trip between the centre and his place of residence.

(4) Except with the consent of the High School Board, the Board of Education, the County Council or the Minister, as the case may be, the allowance for said conveyance shall not exceed \$5.00.

20. (1) The Examiners who read the answer papers shall be paid at the rate of \$1.50 a candidate.

(2) The Secretary shall be paid at the rate of \$9.00 per day of six hours for secretarial work in connection with the Entrance results when not performed at regular meetings of the Entrance Board; and when one or more assistant Secretaries are appointed the total remuneration of each for the same duties shall not exceed the total remuneration of the Secretary.

(3) For attendance at the meetings of the Entrance Board for all the purposes authorized by the Regulations each member attending shall be entitled to \$9.00 a day of six hours' work, in addition to the fee to which he is entitled under (1) and (2) above.

Report

21. (1) Each High School Entrance Board shall submit to the Minister a report as required by Regulation 22.

(2) The report shall be sent by mail to the Deputy Minister of Education as early as possible and not later than July 13th.

Announcement of Results

22. The Secretary shall announce the names of the successful candidates as soon as he has been authorized by the Board. At the same time he shall send to each unsuccessful candidate a statement of his marks and append thereto the Regulation respecting appeals.

Records

23. The marks obtained by the candidates, whether they have been successful, or have failed, shall not be made public, but shall be recorded in a book kept for that purpose which shall be available at all times for examination by the High or Continuation School Inspector.

Answer Papers

24. (1) The answer papers of candidates (except when required by the Minister), shall not be forwarded to the Department, but shall be retained by the Chairman until May 31st of the following year.

(2) The bag in which the question papers are shipped to the Presiding Officer shall be returned to the Department (charges prepaid) *at the same time* as the reports are sent.

High School Entrance Examination 1925

TIME TABLE

Before the candidates begin writing on their first paper, the Presiding Officer at 8.45-9.00 a.m., shall read and carefully explain to them the "Instructions to Candidates."

| DATE | HOUR OF EXAMINATION | SUBJECTS |
|------------------------|--|------------------------------------|
| 24th..... June..... | 9.00-11.00 a.m. 11.00-12.00 a.m. 1.30- 3.30 p.m. | Grammar Writing Geography |
| 25th..... June..... | 9.00-11.30 a.m. 1.30- 4.00 p.m. | Arithmetic Literature |
| 26th..... June..... | 9.00-11.00 a.m. 11.15-12.00 a.m. 1.30- 3.30 p.m. | Composition Spelling History |

NOTE:—The Examination in Oral Reading may be taken either from 4.00 to 5.00 p.m. on any day of the examination or at such other times as will cause least inconvenience to the candidates.